

DR 690-1-620
CHANGE 1

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
1222 SPRUCE STREET
ST. LOUIS, MISSOURI 63103-2833

CELMS-HR-M

Regulation
No. 690-1-620

16 April 1997

CIVILIAN PERSONNEL
Alternative Work Schedules

1. Change paragraph "5. a. (1)" to read (all changes are highlighted in bold, italic print):

"(1) Compressed Work Schedule (CWS) means, in the case of a full-time employee, an 80-hour biweekly basic work requirement that is scheduled for less than 10 workdays; and in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours that is scheduled for less than 10 workdays and that may require the employee to work more than eight hours in a day. For both full and part time employees, the maximum allowable number of regular hours to be worked in a day is 10 and the maximum regular hours worked in a week is 45. CWS are **fixed** work schedules with **no** flexibility for the employee to change or vary start/stop times, length of each/any work day or the CWS day(s) off ***except that start/stop/lunch times may differ on certain days as long as the tour of duty for the entire bi-weekly pay period remains fixed.*** The supervisor has the option of making work schedule changes for mission related reasons. The start/stop times must be declared in advance and may not be changed or varied except during open periods or at management's request due to work needs. Core hours must be worked." ***Examples of compressed work schedules with different start/stop/lunch times and different CWS days off are shown below:***

9-hour day:

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-12:00 12:30-5:30	7:30-12:00 1:30-6:00	8:00-12:00 12:30-5:30	7:30-12:00 1:30-6:00	CWS DAY OFF
7:30-12:00 1:30-6:00	8:00-12:00 12:30-5:30	7:30-12:00 1:30-6:00	8:00-12:00 12:30-5:30	8:00-12:00 1:00-5:00 (8-hour Day)

Schedule for the pay period is fixed and does not change even though each day can differ.

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10-hour day:

Monday	Tuesday	Wednesday	Thursday	Friday
7:30-11:30 12:00-6:00	6:30-12:00 1:30-6:00	7:30-11:30 12:00-6:00	6:30-12:00 1:30-6:00	CWS DAY OFF
6:30-12:00 1:30-6:00	7:30-11:30 12:00-6:00	CWS DAY OFF	7:30-11:30 12:00-6:00	6:30-12:00 1:30-6:00

Schedule for the pay period is fixed and does not change even though each day can differ. CWS day off does not have to be the same for both weeks in the pay period.

NOTE: All work schedules must be approved by the supervisory chain.

2. Change paragraph "5. a. (2)" to read (there is no change to the information above the graph):

Flexible Hours 0600 - 0900 hours	Core Hours 0900 - 1500 hours <i>(lunch period may not begin before 1100 hours and must be completed by 1330 hours)</i>	Flexible Hours 1500 - 1800 hours
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Employees under either option must choose a **30 to 90 minute lunch period**, which is flexible for employees covered by Flexitime. The proposed AWS option must be approved by the immediate supervisor (who must ensure adequate staffing at all times) and concurred in by the Division/Office Chief who may further delegate this approval authority if desired. There must be means to provide for adequate supervision of employees who work during times of absence of the supervisor. Lack of such means may preclude approval of AWS if determined by the approving authority or supervisor.

b. Core time is a designated period during which employees must be present. These hours are 0900 hours to 1500 hours with the exception of the lunch period which ***will begin no earlier than 1100 hours and which must be completed by 1330 hours.***

There is no need to complete a new LMS Form 759 if there is no change in the designated lunch period.

3. A revised Compressed Work Schedule (CWS) Request is at Appendix A and a revised Time and Attendance Record Form is at Appendix B.

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4. File this Change in front of the publication for reference purposes.

APPENDIXES:

A - COMPRESSED WORK

SCHEDULE REQUEST

B - OPTIONAL T&A RECORD FORM



THOMAS J. HODGINI

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APP A

14 April 1997

APPENDIX A
COMPRESSED WORK SCHEDULE (CWS) REQUEST

I request permission to participate in CWS. I understand the rules applicable for purposes of overtime will be determined by the CWS options I have chosen. I further understand annual and sick leave will be charged consistent with the CWS options I have chosen. I agree to accept temporary changes in the CWS schedule as necessitated by attendance at training classes/seminars, jury duty, temporary duty and other mission-related situations. My CWS is a fixed schedule and is not flexible. I will remain on the CWS below until CWS is changed or canceled by me or my supervisor. My CWS options are as follows:

1. 10/4 ____ Or 5/4/9 ____; lunch: ____ (Choose an amount of time not less than 30 minutes or more than 90 minutes using 15-minute increments). Lunch periods may differ on certain days as long as the tour of duty for the entire bi-weekly pay period remains fixed.

2. For the 10/4 option, requested day off is (request a day for each week, for example, Tuesday): First week: ____ Second week: ____.

3. For the 5/4/9 option, requested day off is (request, for example, 1st Tuesday of a pay period): ____ Requested eight-hour day is (request, for example, 2nd Tuesday of a pay period): ____.

4. Requested work hours are (request for example 0600-1100 and 1130-1530): ____.

5. Requested effective date is (1st day of a future pay period): ____.

Printed name of employee/Signature/Date

Approved ____ Disapproved ____

Printed name of Supervisor/Signature/Date

Approved ____ Disapproved ____

Printed name of Approving Official/Signature/Date

APPENDIX B

CORPS OF ENGINEERS TIME, ATTENDANCE AND LABOR SIGN IN/OUT LOG (PRIVACY ACT STATEMENT ON REVERSE SIDE)																																																											
NAME										SSN										ORGANIZATION																																							
PAY PERIOD BEGINNING										PAY PERIOD ENDING																																																	
REGULAR HOURS										PREMIUM HOURS										LEAVE HOURS										WORK ITEMS ***																													
TIME IN		START		FINISH		LUNCH		TIME OUT		# OF HOURS		* TYPE		FROM		TO		# OF HOURS		TOTAL HOURS		** ORG		HRS		#		HRS		#		HRS		#																									
DAY																																																											
SUN																																																											
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FRI																																																											
SAT																																																											
TOTAL																																																											
* CODES FOR LEAVE/HOUR TYPES MAY BE FOUND IN THE CETAL MANUAL.																																																											
** ORGANIZATION OTHER THAN ASSIGNED.																																																											
EMPLOYEE SIGNATURE																				DATE																																							
*** WORK ITEM CHART																																																											
#	Work item					#	Work item					#	Work item					#	Work item					#	Work item																																		
1 =						4 =						7 =						10 =						13 =																																			
2 =						5 =						8 =						11 =						14 =																																			
3 =						6 =						9 =						12 =						15 =																																			

PRIVACY ACT STATEMENT

AUTHORITY: Chapter 63, Title 5. United States Code, Leave.

PRINCIPAL PURPOSE OR PURPOSES: Used by employee, supervisor, and/or timekeeper to record time and attendance at the supervisor's discretion.

WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION: Disclosure of personal information on this form is voluntary. Nondisclosure may cause delays in processing employee's time and attendance records.

NAME: Your name as it appears on the payroll.

SSN: Your Social Security Number.

ORGANIZATION: The office symbol of the organization to which you are assigned.

PAY PERIOD: The beginning and ending dates of the pay period in which the hours were worked.

REGULAR HOURS:

TIME IN: The precise time you are in your work station and ready to start work.

LUNCH: The precise time your lunch break started and the precise time you returned to work.

NOTE: The lunch break must be at least 30 minutes, but no more than 60 minutes.

TIME OUT: The precise time your workday is completed. You must insure that the total time recorded for regular hours worked (excluding lunch break) plus the time used for leave total the appropriate number of hours scheduled each day (8,9, or 10).

PREMIUM HOURS: These are hours you worked in addition to regular hours. No overtime is authorized without prior approval. Clock hours worked must be shown in the FROM and TO columns.

LEAVE HOURS: The actual hours you used for annual, sick, and other types of leave. FROM and TO indicate the clock hours of leave. Be sure to indicate the type of leave for each period of leave. Leave type codes may be found in the CETAL manual.

TOTAL HOURS: This is the total of regular, premium, and leave hours for each day. Supervisors should review each employee's time and attendance records as frequently as necessary to ensure proper recording of time.

WORK ITEMS: This is the total number of hours worked under each work item. The "#" corresponds to the work item # in the Work Item Chart at the bottom of the form. Work Items, if applicable, can be obtained from your time keeper.

At the end of each period, employees will ensure that all total columns and lines are filled in, signed, and dated. ANY EMPLOYEE WHO KNOWINGLY MAKES FALSE ENTRIES WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION.

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CELMS-HR-M

Regulation
No. 690-1-620

3 February 1997

CIVILIAN PERSONNEL
Alternative Work Schedules

1. PURPOSE. This regulation prescribes policies and procedures for Alternative Work Schedules (AWS).
2. APPLICABILITY. This regulation applies to all organizational elements of the St. Louis District with the following exceptions:
 - a. CELMS-CO-CAE, CAL, CAM, CAU (at the Resident Engineer's option);
 - b. CELMS-CO-TSD, TSP (Floating Plant when working 24-hour operations);
 - c. CELMS-CO-N (Shift employees at Locks and Dams); and
 - d. CELMS-CO-A, B, J, J (P), N, S, W (all employees assigned shift work at Operational Project Management Offices and Cannon Power Plant)
 - e. Employees who are members of a bargaining unit which has chosen not to participate in AWS.
3. REFERENCES: 5 CFR, Part 610.
4. GENERAL.
 - a. The use of AWS is a management tool and an employee benefit. Continuation of AWS will be dependent upon the advantages of such a benefit outweighing any disadvantages and continued authorization by higher authority.

*This regulation supersedes DR 690-1-620, 31 May 93; and rescinds DR 690-1-610, 2 May 83

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b. Under this policy, employee participation in CWS will be subject to the approval of the immediate supervisor with the concurrence of the Division/Office Chief. Supervisors may restrict selected positions or employees from AWS if there are valid reasons for the restriction and such restriction is approved at Division/Office level. Approval authorities may be further delegated to Branch Chiefs or lower at the option of the Division/Office Chief. Employees who do not elect CWS will be covered by Flexitime provisions unless otherwise directed by the approving official due to mission requirements. All offices will be staffed to provide necessary services to Corps customers during normal business hours.

c. Variations in work schedules for educational purposes: IAW 5 CFR 610.122, special tours of duty not less than 40 hours per week may be established to permit an employee to take one or more courses in a college, university, or other educational institution.

5. DEFINITIONS.

a. Alternative Work Schedules (AWS): The term which refers jointly to Compressed Work Schedules (CWS) and Flexitime under the Flexible Work Schedule provisions. AWS is applicable to both part-time and full-time employees and varies from the normal eight-hour day under a fixed schedule within a five day work week. There are two AWS options:

(1) Compressed Work Schedule (CWS) means, in the case of a full-time employee, an 80-hour biweekly basic work requirement that is scheduled for less than 10 workdays; and in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours that is scheduled for less than 10 workdays and that may require the employee to work more than eight hours in a day. For both full and part time employees, the maximum allowable number of regular hours to be worked in a day is 10 and the maximum regular hours worked in a week is 45. CWS are fixed work schedules with no flexibility for the employee to change or vary start/stop times, length of each/any work day or the CWS day(s) off. The supervisor has the option to make work schedule changes for mission related reasons. The start/stop times must be declared in advance and may not be changed or varied except during open periods or at management's request due to work needs. Core hours must be worked.

(a) The 5/4/9 CWS option allows full-time employees to work five days one week and four days the other week for a total of nine workdays in the biweekly pay period. Employees under this option work eight nine-hour days, one eight hour day and have one nonworkday each biweekly pay period. The eight-hour day and day off are set in advance as are start/stop times and may not be changed or varied except during open periods or at management request due to work needs.

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(b) The 10/4 CWS option allows employees to work four 10-hour days each week, for a total of eight workdays in the biweekly pay period. The day off each week is set in advance as are start/stop times and may not be changed or varied except during open periods or at management request due to work needs.

(2) Flexitime means a flexible work schedule in which fixed times of arrival and departure are replaced by a working day comprised of two different types of time: core hours and flexible hours. Under any Flexitime schedule, an employee must be at work during core hours and must account for the total number of hours he or she is scheduled to work. For full-time employees, the biweekly work requirement is 80 hours. The biweekly work requirement for part-time employees is less than 80 hours. Employees determine their own arrival/departure times within the flexible hours and may vary daily within the limits set by the immediate supervisor.

Flexible Hours 0600 - 0900 hours	Core Hours 0900 - 1500 hours (lunch period may be taken from 1100 - 1300)	Flexible Hours 1500 - 1800 hours
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Employees under either option must choose a 30 to 60-minute lunch period, which is flexible for employees covered by Flexitime. The proposed AWS option must be approved by the immediate supervisor (who must ensure adequate staffing at all times) and concurred in by the Division/Office Chief who may further delegate this approval authority if desired. There must be means to provide for adequate supervision of employees who work during times of absence of the supervisor. Lack of such means may preclude approval of AWS if determined by the approving authority or supervisor.

b. Core time is a designated period during which employees must be present. These hours are 0900 hours to 1500 hours with the exception of the lunch period which will occur between 1100 hours and 1300 hours.

c. Flexible hours are those designated times outside the Core hours during which each employee may, to the maximum extent practicable and permitted by this plan and the supervisor, choose his/her own time of arrival and departure. These hours are 0600 to 0900 and 1500 to 1800. Arrival, departure, and lunch times may vary daily; however, as noted above, the earliest start time is 0600 and the latest departure is 1800. Employees under Flexitime who arrive at 0600 must take a full hour lunch period since the earliest departure time is 1500 (see core hours). Employees may not forgo lunch periods in order to depart early nor may any rest periods be "saved" to allow early departure.

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6. GUIDELINES: The objectives of AWS are to support families in the Federal workplace and to increase worker commitment and productivity by allowing employees more independence and responsibility in setting their hours of work. Employees may request either of the two AWS options or elect to remain on a set tour of duty. All such requests must be compatible with operational mission needs and are subject to approval or disapproval by the supervisor or approving official. Core time and flexible hours are factors common to all AWS options; however, under CWS, once a tour of duty has been designated, there is no flexibility in the start/stop times, length of each work day or CWS day off. The following guidelines are provided to assist managers and supervisors in implementing AWS:

a. CWS:

(1) Basic Work Requirement:

(a) A full-time employee is required to work 40 hours in a week or 80 hours in a biweekly pay period. This work may be scheduled in fewer than five or 10 days, respectively.

(b) A part-time employee is required to work fewer than 40 hours or fewer than 80 hours in a biweekly pay period. This work may be scheduled in fewer than five or 10 workdays respectively.

(See definitions for CWS options) NOTE: Under AWS, "regularly scheduled administrative workweek" means the CWS under which an employee is covered.

(2) Tour of Duty: The tour of duty for employees under CWS is defined by the fixed schedule determined with the approval of the immediate supervisor. Compressed work schedules are arranged to enable employees to fulfill their basic work requirements in less than 10 days during the biweekly pay period. There are no provisions for flexible work schedules under CWS. Once set, the tour of duty (including the CWS day(s) off), may only be changed at the employee's request twice each calendar year or upon management request due to work needs.

(3) Overtime Work: Overtime hours are all hours the employee is ordered to work in excess of the compressed work schedule.

(4) Compensatory Time Off: Compensatory time under the General Schedule may be used in lieu of payment for irregular or occasional overtime work only.

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(5) Night Pay (General Schedule): The regular rules under 5 USC 5545(a) apply. An employees is entitled to night pay for regularly scheduled nightwork performed between the hours of 1800 and 0600.

(6) Holiday Pay:

(a) A full-time employee under CWS who performs nonovertime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to his or her rate of basic pay for that holiday work. Holiday pay is limited to the number of hours normally scheduled for that day. Every effort should be made to ensure employees are not required to work on holidays and "in lieu of" holidays to avoid excessive premium pay costs.

(b) A part-time employee under CWS is entitled to holiday pay only for work performed during his or her compressed work schedule on a holiday. A part-time employee, scheduled to work on a day designated as an "in lieu of" holiday for full-time employees, is not entitled to a premium for work performed on that day.

(7) Sunday Pay:

(a) A full-time employee who performs nonovertime work during a period of duty, a part of which is performed on Sunday, is entitled to Sunday pay for his or her entire period of duty on that day.

(b) A part-time employee is not entitled to Sunday pay.

(8) Sick and Annual Leave: Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is granted compensatory time off or an excused absence.

(9) Holidays:

(a) A full-time employee who is relieved or prevented from working on a day designated as a holiday (or an "in lieu of" holiday) is entitled to pay for the number of hours he or she normally would have been scheduled to work that day.

(b) A part-time employee is entitled to basic pay on any holiday falling on a regularly scheduled workday for the part-time employee. If a holiday falls on a day during a

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part-time employee's tour of duty and the employee is relieved or prevented from working on that day, the employee is entitled to pay for the number of hours he or she normally would have been scheduled to work that day.

(c) Holidays falling on nonworkdays. When a holiday falls on a nonworkday outside a full-time employee's basic workweek, the day to be treated as his or her "in lieu of" holiday is the workday immediately before the nonworkday (except when the nonworkday is Sunday, in which case the next workday is the "in lieu of" holiday). For example, if an employee's CWS day off is scheduled for Wednesday and a holiday falls on Wednesday, Tuesday becomes the "in lieu of" holiday. If a holiday falls on Monday and the employee's CWS day off is Monday and the employee is scheduled to be off the preceding Saturday and Sunday as well, the preceding Friday is the employee's "in lieu of" holiday.

(10) Temporary Duty and Training: When a CWS employee is assigned to a temporary duty station or attends training, the employee's immediate supervisor may:

(a) require the employee to follow the work schedule used at the temporary work site; (if any part of the temporary duty is less than a full pay period, the supervisor should instruct the employee to work either a Flexitime schedule or a regular set tour of duty for the remainder of the pay period); or

(b) require the employee to return to his or her regular work site in order to make up this difference (particularly if the training is on-site); or

(c) require the employee to work an eight-hour/day fixed work schedule for the entire pay period; or

(d) allow the employee to choose Flexitime for the entire pay period.

(e) allow the employee to continue their CWS schedule and request annual leave for the hours not worked during temporary duty/training. Duration of the assignment and distance from the employee's regular work site should be prime considerations in determining the option selected. Managers are encouraged to consider a liberal leave policy to accommodate temporary changes to CWS schedules caused by training or travel. Additionally, overtime costs should be considered. NOTE: Employees on CWS should NOT be paid overtime to work their CWS day off when they are on temporary duty if they do not work over 80 hours in the pay period.

(11) Leave:

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(a) Time off during an employee's basic work requirement must be charged to the appropriate category unless the employee is authorized compensatory time off or an excused absence. For example: a Full-time employee under the 5/4/9 option who takes one day of annual leave will be charged leave for nine hours unless the day of leave is the designated eight-hour work day. Ten hours of leave is charged for employees under the 10/4 option.

(b) The statutory provisions of Title V relating to the earning of sick and annual leave or entitlement to military leave, and in some cases, creditable service for retirement purposes, have as a frame of reference the eight-hour day with the result that the provisions are stated in terms of "days." Such references are not intended to either decrease or increase any employee's existing entitlement to leave or creditable service for retirement purposes.

(c) Excused Absences: The amount of excused absence to be granted shall be based on the employee's established CWS in effect for the period of the excused absence.

b. Flexitime:

(1) Basic Work Requirement: The number of hours an employee must work or otherwise account for by leave, compensatory time, etc.

(a) A full-time employee must work eight hours/day 40 hours/week.

(b) A part-time employee is required to work fewer hours than a full-time employee within a specified period of time.

(2) Tour of Duty: In general, the tour of duty comprises all hours and days for which flexible and core hours have been designated. The tour of duty defines the limits within which an employee must complete his or her basic work requirement.

(3) Overtime Work: For employees under Flexitime, overtime hours are all hours of work in excess of eight in a day or 40 in a week which are officially ordered in advance by management. This requirement also applies to nonexempt employees under the FLSA. There is no concept of "suffer and permit" for overtime work performed under Flexitime

(4) Night Pay (General Schedule): The regular rules under 5 USC 5545 (a) apply. An employee is entitled to night pay for regularly scheduled night work performed between the hours of 1800 and 0600.

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(5) Night Pay for Prevailing Rate Employees: The regular rules of 5 USC 5343 (f) and 38 USC 4107 (e) (2) apply for determining the majority of hours for entitlement to night pay for prevailing rate employees.

(6) Holiday Pay:

(a) A full-time employee under Flexitime who performs nonovertime work on a holiday (or a day designated as the “in lieu of” holiday) is entitled to basic pay plus premium pay equal to his or her rate of basic pay for that holiday work. Holiday pay is limited to eight hours.

(b) A part-time employee under Flexitime is entitled to holiday pay only for work performed during his or her work schedule on a holiday. A part-time employee, scheduled to work on a day designated as an “in lieu of” holiday for full-time employees, is not entitled to a premium for work performed on that day.

(7) Sunday Pay:

(a) A full-time employee who performs regularly scheduled nonovertime work during a period of duty, a part of which is performed on Sunday, is entitled to Sunday pay for the entire period of duty, not to exceed eight hours.

(b) A part-time employee is not entitled to Sunday pay.

(8) Leave: An employee under Flexitime must charge time off work during core hours to an appropriate leave category on days when he or she reports for duty.

(9) Holidays:

(a) A full-time employee who is relieved or prevented from working on a day designated as a holiday (or an “in lieu of” holiday) is entitled to eight hours pay for that day.

(b) If a holiday falls on a day during a part-time employee’s tour of duty and the employee is relieved or prevented from working on that day, the employee is entitled to pay for the scheduled number of hours of work for that day toward his or her basic work requirement.

(10) Excused Absence: Excused absence may be granted to Flexitime employees under the same circumstances as employees covered by other work schedules. The patterns

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described below are provided as guidance in determining excused absences for such instances as late arrival policies during inclement weather, holiday dismissals and travel (see item 12 below):

(a) Constant Pattern of Arrival. The majority of employee tend to arrive within 5 to 10 minutes of the same time each day. Once a pattern has been established, it should be used as a reference point.

(b) Predominant Pattern of Arrival. If an employee maintains a schedule in which one particular arrival time predominates, this arrival time should be used as a reference point.

(c) Variable Pattern of Arrival. Where there is such variation in an employee's arrival time that there is no discernible pattern, the mathematical average of the employee's arrival time for the previous 2-week period should be computed and the average arrival time used as a reference point.

(11) Temporary Duty/Training: When an employee covered by Flexitime is assigned to attend training or is assigned to a temporary duty station, the supervisor may allow the employee to continue to use the schedule in place at his or her permanent work site or require the employee to follow the schedule established at the temporary work site, whichever best fits the duty requirements of the training/temporary duty assignment.

(12) Travel: Because time spent in a travel status may be compensable, the patterns described above will be used to determine whether an employee is traveling within his established tour of duty.

7. PROCEDURES:

a. All employees interested in participating in CWS are required to request permission from their immediate supervisor by submitting LMS Form 759 (Dec 96, attached as Appendix A) for approval or disapproval. Employees not electing CWS will be covered by Flexitime provisions unless otherwise directed by the approving official due to mission requirements.

b. Each employee will be allowed two opportunities per calendar year to make changes to their CWS tour of duty. Supervisors will be responsible for ensuring that no employee has more than two changes per year (except under emergency conditions or when directed by management to change for mission related reasons).

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c. The CWS schedule becomes effective the first day of a new pay period following the date of approval (or a future pay period specified) and continues until changed at the next open period or until canceled by the employee or supervisor. Supervisors will not cancel CWS without a valid mission related reason and should notify the HRO prior to cancellation if such cancellation is for more than one pay period. Employees may cancel CWS schedules at any time, but may not re-elect until the next open period.

d. As stated in paragraph 6, temporary changes to CWS may have to be made to accommodate training, temporary duty or jury duty. Supervisors may require employees to change their start/stop times, eight-hour day and CWS day off for mission related reasons, but employees may not change days off except in emergency situations.

e. An optional form to be used at the discretion of the supervisor is provided at Appendix B as a means of recording time and attendance.

8. RESPONSIBILITIES:

a. Supervisor will:

(1) Provisionally approve or disapprove employee's work schedule requests in accordance with mission requirements and forward provisional approvals to the Division/Office Chief or approving official designated by the Division/Office Chief. Ensure each employee is allowed no more than two CWS changes per year except in emergency situations.

(2) Assure, to the maximum extent practicable, that overtime is only being worked when ordered and/or authorized.

(3) Exercise the prerogative to regulate the use of AWS only when necessary for specific mission accomplishment and inform the next higher level supervisor of such requirement.

(4) Take appropriate corrective action where abuse of the system is suspected or apparent.

(5) Be responsible for the accuracy of timekeeping records.

(6) Assure that work site is adequately staffed and that needed expertise is continually available on normal work days, to include Mondays and Fridays. Each supervisor will assure delegation of authority is made for the issuance of decisions during employee/supervisor absence due to AWS.

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(7) Ensure authorized and approved start/stop times and core hours are enforced.

(8) Ensure proper scheduling determinations are made in advance of employees being assigned to training or temporary duty and that employees are informed in advance of whether schedule changes are required.

(9) Ensure all new employees are given the opportunity to elect CWS upon entrance on duty.

b. Division/Office Chiefs will:

(1) Approve or disapprove CWS requests and return them to the appropriate supervisor or delegate this authority if desired.

(2) Ensure subordinate supervisors monitor and appropriately administer AWS provisions.

c. Human Resources Officer will:

(1) Issue administrative guidance on implementation of the AWS program.

(2) Provide guidance where needed.

d. Employees will follow the procedures and act in accordance with the intent of this District Regulation.

APPENDIXES:

A - COMPRESSED WORK

SCHEDULE REQUEST

B - OPTIONAL T&A RECORD FORM



THOMAS J. HODGINI

COL/EN

Commanding

DISTRIBUTION:

ALL SUPERVISORS

CELMS-IM-P (6)

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CELMS-HR-M (50)
CELMS-HR-P (25)
ALL TIMEKEEPERS
AH

PRIVACY ACT STATEMENT

AUTHORITY: Chapter 63, Title 5. United States Code, Leave.

PRINCIPAL PURPOSE OR PURPOSES: Used by employee, supervisor, and/or timekeeper to record time and attendance at the supervisor's discretion.

WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION: Disclosure of personal information on this form is voluntary. Nondisclosure may cause delays in processing employee's time and attendance records.

NAME: Your name as it appears on the payroll.

SSN: Your Social Security Number.

ORGANIZATION: The office symbol of the organization to which you are assigned.

PAY PERIOD: The beginning and ending dates of the pay period in which the hours were worked.

REGULAR HOURS:

TIME IN: The precise time you are in your work station and ready to start work.

LUNCH: The precise time your lunch break started and the precise time you returned to work.
NOTE: The lunch break must be at least 30 minutes, but no more than 60 minutes.

TIME OUT: The precise time your workday is completed. You must insure that the total time recorded for regular hours worked (excluding lunch break) plus the time used for leave total the appropriate number of hours scheduled each day (8,9, or 10).

PREMIUM HOURS: These are hours you worked in addition to regular hours. No overtime is authorized without prior approval. Clock hours worked must be shown in the FROM and TO columns.

LEAVE HOURS: The actual hours you used for annual, sick, and other types of leave. FROM and TO indicate the clock hours of leave. Be sure to indicate the type of leave for each period of leave. Leave type codes may be found in the CETAL manual.

TOTAL HOURS: This is the total of regular, premium, and leave hours for each day. Supervisors should review each employee's time and attendance records as frequently as necessary to ensure proper recording of time.

COST CODES: This is the total number of hours worked under each cost code. The "#" corresponds to the cost code # in the Cost Code Chart at the bottom of the form. Cost Codes, if applicable, can be obtained from your time keeper.

At the end of each period, employees will ensure that all total columns and lines are filled in, signed, and dated. ANY EMPLOYEE WHO KNOWINGLY MAKES FALSE ENTRIES WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION.

